

Operational Support Office Reserve Information Sheet

**Instructions

- (1) Complete all fields of the form and submit via email to your Detachment Training Officer.
- (2) Once approved at Det. level, Det. TO will route form to OHSU HQ Training Officer.
- (3) HQ Training Officer will submit approved forms to OSO's office for issuance of BCN to member via email only.
- (4) Member may input the BCN to NROWS and route.

***Member should not contact the OSO directly, please utilize your Det. TO and chain of command. Please allow 14 days before you receive your BCN. Then allow 14 days before NROWS orders are approved/funded (CONUS) before contacting your Det. TO.

Member Information

Last Name		First Name	
Rank/Rate		NOBC/NEC/SSP	
Email Address		Last 4 SSN:	
Home Phone		Cell Phone	
Home Address		City/State/Zip	
Department or Clinic Requested	Desired Dates (Must start on a Monday, non-holiday)		Number of Days Requested
1.			
2.			
LAST TWO AT'S PERFORMED AT:		DATES:	
1.			
2.			

Unit Information

OHSU		OIC of DET	
DET		OIC Email	
DET TO		OIC Phone	
TO Email		TRUIC/AUIC	

OHSU – Operational Health Support Unit
 NHCP – Naval Hospital Camp Pendleton
 OSO – Operational Support Office
 BCN – Billet Control Number
 AUIC – Active Unit Identification Code (Gaining Command)
 TRUIC – Training Unit Identification Code (Reserve Unit/Detachment)

TO – Training Officer
 DET – Detachment
 OIC – Officer In Charge
 SSP – Subspecialty Code

***MEMBER-DO NOT COMPLETE BELOW THIS LINE

Det. TO: Approved____ Denied____ Date____

Comments_____

HQ Senior Exec/Enlisted: Approved____ Denied____ Date____ Comments_____

HQS. TO: Approved____ Denied____ Date____

Comments_____

OSO Input: *The information below will be completed by the OSO office and returned to the Member & TO*

BCN	DATES	Unit/Clinic	Unit/Clinic POC	POC Tele No.

*****If you need to cancel your AT** for any reason, please contact the Det. TO and OSO at 760-725-1342/1373 or by Email: nhcpen-oso@med.navy.mil as soon as you identify your need to cancel.

This document may contain information covered under the Privacy Act, 5 USC 552(a), Health Insurance Portability and Accountability Act, Public Law 104-191, and DoD Directive 6025.18. It must be protected in accordance with those provisions.